



## **BISHOPS STORTFORD TOWN COUNCIL**

### **Policy and Application for a Memorial Bench in Bishops Stortford Town Cemetery**

The siting of memorial benches is permitted in Bishops Stortford Cemetery but the following criteria must be met.

1. The bench will be sited at the most appropriate location in the cemetery after discussion with a Bishops Stortford Town Council representative.
2. The Bench must be fixed to the ground on two concrete pads and be purchased by the applicant from one of the designated companies as follows or as agreed:

Branson Leisure [www.bransonleisure.com](http://www.bransonleisure.com) in the style of Westminster or Poplar.  
Contact no. 01279 432151

Broxap [www.broxap.com/seating/timber-seating](http://www.broxap.com/seating/timber-seating) in the style of Buckingham or Kennington. Contact no. 0844 800 4085

3. Lacquered brass or bronze plaques no bigger than 200mm x 60mm are permitted.
4. Inscription wording must be approved by Bishops Stortford Town Council.
5. Bishops Stortford Town Council will not be responsible for any upkeep of the bench or acts of vandalism.
6. Bishops Stortford Town Council reserves the right to remove the bench if it becomes unsafe for use.

**Please complete the application for on the reverse.**

**January 2023**



## Application for a Memorial Bench In Bishops Stortford Town Cemetery

<b>Applicant's name:</b>  <b>Contact No</b> <b>Email:</b>	<b>Address:</b>
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<b>Supplier Name:</b>	<b>Style of bench:</b>
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<b>Plaque size:</b>  <b>200mm x 60mm</b> <b>(Max)</b>	<b>Inscription:</b>
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<b>Bench Location:</b>
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**Approved by:**..... **Date**.....

**For office use only.**

**Date Installed:** \_\_\_\_\_

**Date Checked:** \_\_\_\_\_

Cemetery Administrator: 01279 712148 or Switchboard: 01279 715000

Cemetery Manager 07463 798165